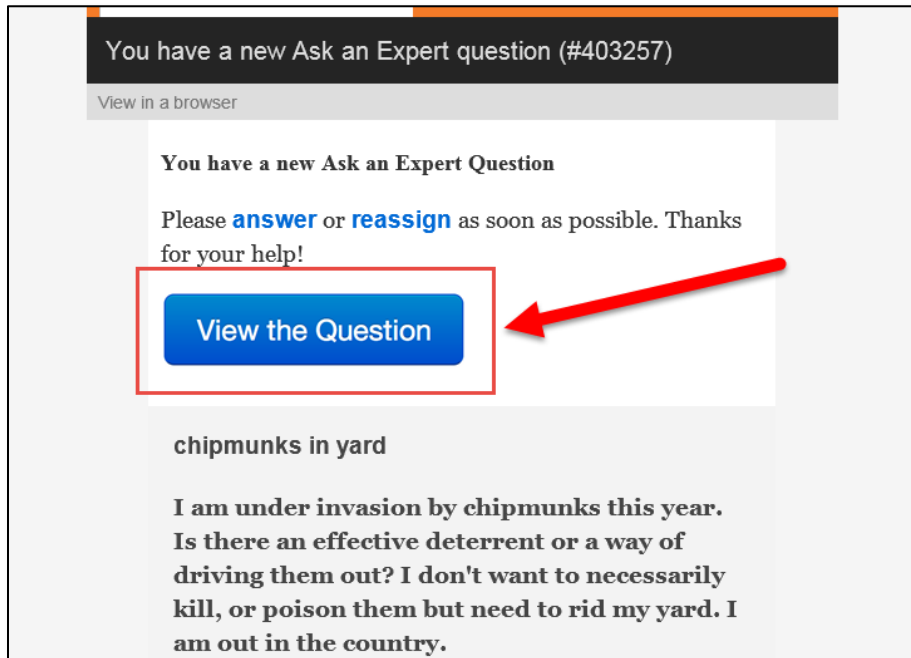


Ask an Expert Instructions: Answering Questions & Viewing Metrics

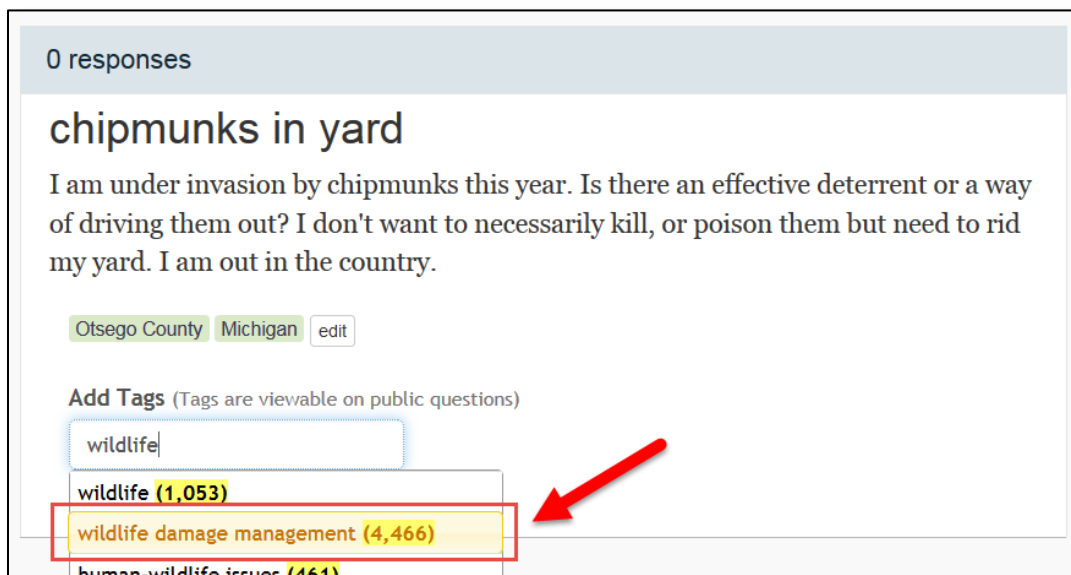
How to Answer Ask an Expert Questions

When you're assigned a question by an MSU Extension question wrangler, you'll receive an email from aae-notify@extension.org. Click on the **View the Question** button to view the question in a browser. Try to answer each question within **48 hours**.



Step 1: Add Tags

Open the question in a browser. Add related keywords/tags to the question by typing the keyword and select the enter key on your keyboard.



Step 2: Type Your Response

Type or paste your answer in the box, including links to helpful websites or other information. Be sure to highlight the text you want to add a link to and click the Insert **Link** button in the editor to add the URL. Add images to your answers as applicable. Click **Send Response** to submit the answer.

Send a Response

Normal text ▼ **Bold** *Italic* Underline Small “ ☰ ☰ ☰ ☰ ↻

Insert Link Option

Type your answer in this area.

If we can't answer this question, use the [canned response](#) to suggest their local office.

Images (optional)

You can upload .jpg .png or .gif.

Browse... No file selected.

Browse... No file selected.

Browse... No file selected.

Upload supporting images if applicable.

Normal text ▼ **Bold** *Italic* Underline Small “ ☰ ☰ ☰ ☰ ↻

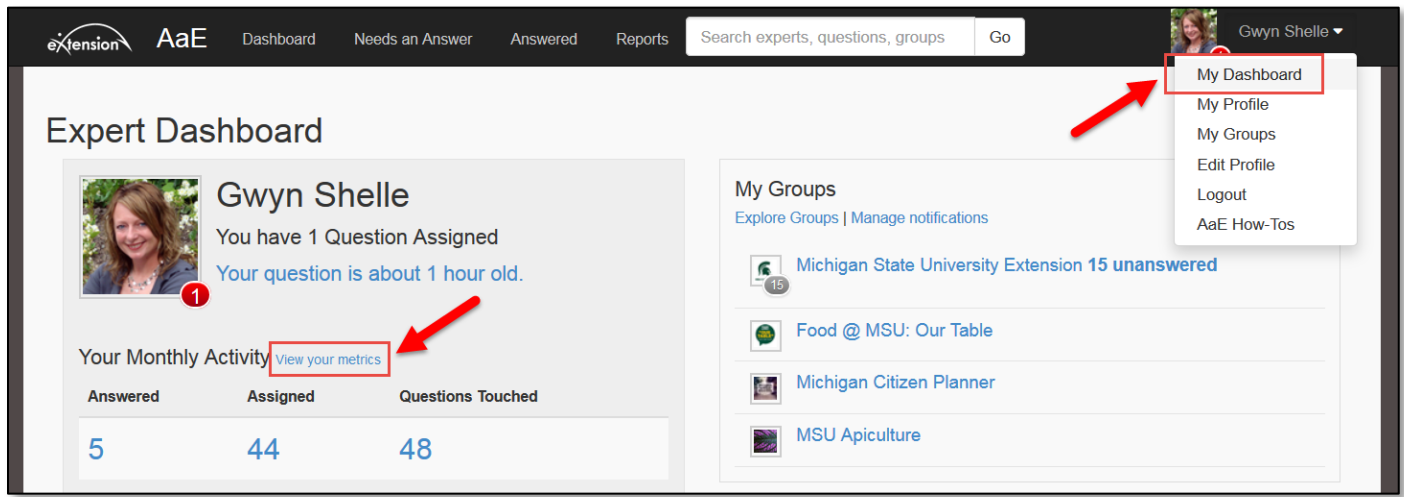
Gwyn Shelle
Instructional Technology Specialist
[Michigan State University Extension](#)

Send Response

All responses include [this disclaimer](#)

Step 3: View Your Metrics

To view data relating to the questions you have answered select **My Dashboard** from the drop-down menu by your name and select the **View your metrics** link. You are able to see how many questions were assigned to you, how many you answered, and can click on links to view the questions and responses.



Helpful Tips

- You can use the Search box to enter a keyword and find previous answers to related questions. Feel free to cut and paste portions or all of any relevant information you find there. This is not plagiarism.
- If you decide you cannot answer a question assign it to someone else or to a Question Wrangler who will reassign it.
- When a question is asked through the Ask an Expert system the user has the option to make the question public. Any questions submitted/answered with this feature can be found at: <https://ask.extension.org/>.
- Although we strive to give the best research-based answers possible, you are not liable for any information you give. Each answer automatically has the following disclaimer attached:

This message is for informational purposes only. It is not intended to be a substitute for personalized professional advice. For specific local information, contact your local county Cooperative Extension office or other qualified professionals. eXtension Foundation does not recommend or endorse any specific tests, professional, products, procedures, opinions, or other information that may be mentioned. Reliance on any information provided by eXtension Foundation, employees, suppliers, member universities, or other third parties through eXtension is solely at the user's own risk. All eXtension content and communication is subject to the terms of use <http://www.extension.org/main/termsfuse> which may be revised at any time.

Questions

For any questions about Ask an Expert please contact:

Gwyn Shelle
Instructional Technology Specialist
MSU Extension
heyboerg@msu.edu
517-432-5131